BYU
COLLEGE OF NURSING
GRADUATE STUDENT HANDBOOK

2023 — 2024

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Welcome

WELCOME TO THE COLLEGE OF NURSING

The College of Nursing faculty, administration, and staff welcome you and wish you a rewarding and successful experience in graduate studies. The curriculum has been planned to prepare you in advanced practice nursing as a family nurse practitioner. Upon completing the program, you will be eligible to sit for the national certification exams for family nurse practitioners through either American Nurses Credentialing Center (ANCC) or American Association of Nurse Practitioners (AANP).

Nursing students have the same rights, privileges, and responsibilities as other university students and are expected to abide by University standards. This handbook contains the policies and procedures for the graduate nursing program. Students are responsible for knowing and following the policies and procedures outlined in this handbook. You will be notified if substantial changes are made. The handbook is available on the [BYU College of Nursing website.](#)

When questions arise, or information is needed during the nursing program, students should refer to the handbook before seeking answers from other sources. If questions are not answered in the handbook, students may refer questions regarding acceptance, registration, and progression to the graduate program staff, Graduate Program Coordinator, or Associate Dean over the graduate program. Questions regarding specific coursework should be addressed to faculty for the course.

Section I
Introduction

UNIVERSITY MISSION STATEMENT

The [mission of Brigham Young University](#) — founded, supported, and guided by The Church of Jesus Christ of Latter-day Saints — is to assist individuals in their quest for perfection and eternal life. That assistance should provide a period of intensive learning in a stimulating setting where a commitment to excellence is expected, and the full realization of human potential is pursued.

All instruction, programs, and services at BYU, including a wide variety of extracurricular experiences, should contribute to the development of the total person. Such a broadly prepared individual will not only be capable of meeting personal challenge and change but will also bring strength to others in the tasks of home and family life, social relationships, civic duty, and service to mankind.

To succeed in this mission, the university must provide an environment enlightened by living prophets and sustained by those moral virtues which characterize the life and teachings of the Son of God. In that environment these four major educational goals should prevail:

- All students at BYU should be taught the truths of the gospel of Jesus Christ. Any education is inadequate which does not emphasize that His is the only name given under heaven whereby mankind can be saved. Certainly, all relationships within the BYU community should reflect devout love of God and a loving, genuine concern for the welfare of our neighbor.
- Because the gospel encourages the pursuit of all truth, students at BYU should receive a broad university education. The arts, letters, and sciences provide the core of such an education, which will help students think clearly, communicate effectively, understand important ideas in their own cultural tradition as well as that of others, and establish clear standards of intellectual integrity.
- In addition to a strong general education, students should also receive instruction in the special fields of their choice. The university cannot provide programs in all possible areas of professional or vocational work, but in those it does provide the preparation must be excellent. Students who graduate from BYU should be capable of competing with the best in their fields.
- Scholarly research and creative endeavor of real consequence among both faculty and students, including those in selected graduate programs of real consequence, are essential and will be encouraged.

In meeting these objectives, BYU's faculty, staff, students, and administrators should also be anxious to make their service and scholarship available to The Church of Jesus Christ of Latter-day Saints in furthering its work worldwide. In an era of limited enrollments, BYU can continue to expand its influence both by encouraging programs that are central to the Church's purposes and by making its resources available to the Church when called upon to do so.

We believe the earnest pursuit of this institutional mission can have a strong effect on the course of higher education and will greatly enlarge Brigham Young University's influence in a world we wish to improve.

UNIVERSITY AIMS

The mission of Brigham Young University is "to assist individuals in their quest for perfection and eternal life." To this end, BYU seeks to develop students of faith, intellect, and character who have the skills and the desire to continue learning and to serve others throughout their lives. These are the common aims of all education at BYU. Both those who teach in the classroom and those who direct activities outside the classroom are responsible for contributing to this complete educational vision. A BYU education should be (1) spiritually strengthening, (2) intellectually enlarging, and (3) character building, leading to (4) lifelong learning and service.

UNIVERSITY INFORMATION

Brigham Young University (BYU), sponsored by The Church of Jesus Christ of Latter-day Saints, is located in Provo, Utah, 45 miles south of Salt Lake City. The 600-acre campus is nestled next to the snowcapped Wasatch Mountains in Utah Valley. The student body of over 34,000 includes students from all 50 states and over one hundred foreign countries. The nearly 2,000 faculty members hold degrees from many universities. BYU offers education in approximately 200 subject areas within its many colleges and graduate schools, along with an outstanding continuing education program.

Cultural and sports events are available at BYU and in the Provo area. University Forum and Devotional Assemblies offer the opportunity to hear General Authorities of the Church of Jesus Christ of Latter-day Saints as well as internationally known experts in various fields. Attendance at Devotionals and Forums on Tuesdays at 11:00 a.m. is expected when you are on campus.

Excellent housing facilities are available in off-campus apartments and rooming houses. Many student services are available, such as student health, counseling services, cultural events, The Church of Jesus Christ of Latter-day Saint wards, financial aid, and advisement.

Library resources at BYU are extensive, state-of-the-art, developed with continual faculty input, and accessible to faculty, students, and the public. The Harold B. Lee Library (HBLL), is a large facility that contains approximately five million volumes, including books, periodicals, government documents, microfilm, and other non-print items; the Nursing Learning Center houses a small collection of HBLL materials specifically for nursing students. More importantly, the library offers access to significant online resources, including professional journals, abstracting and indexing databases, and clinical reference tools.

Database access includes diverse tools and resources. The library provides access to a number of relevant abstracting and indexing databases, including CINAHL, Medline, Embase, PsycINFO, Family and Society Studies Worldwide, Scopus, and Web of Science. The database Health and Psychosocial

Instruments allows users to search for research instruments such as surveys and questionnaires. The Cochrane Library provides full-text access to systematic reviews, the best evidence on clinical topics. The library's subscription to UpToDate supplies faculty and students with the latest standards in clinical care and up-to-date drug information.

The best way to navigate HBLL resources is through the Nursing Research Guide, available at http://guides.lib.byu.edu/nursing. This guide provides nursing students links to resources and ways to get help. The main page of the guide provides links to the most commonly used databases, including CINAHL, Medline, and the Cochrane Library. The "For Graduate Students" tab includes further resources.

Betsy Hopkins, the Nursing Librarian, is a crucial resource for students. She is available to meet with students one-on-one. Betsy holds office hours in the KMBL and is also available via email and phone.

> betsy_hopkins@byu.edu
> 2317 HBLL and 561 KMBL
> 801-422-6777

Please contact her for help with:

- Conducting literature searches
- Setting up search alerts
- Managing your search results
- Using bibliographic management software
- Accessing full-text journal articles
- Evaluating journals as publication venues
- Any other library or information related issues

COLLEGE OF NURSING MISSION, VISION, VALUES

Mission

The mission of the Brigham Young University College of Nursing is to learn the Healer's art and go forth to serve.

Vision

Guided by the truths of the gospel of Jesus Christ, we exemplify the Healer's art by leading with faith and integrity; advancing the science of nursing and healthcare; promoting health and wellness; alleviating suffering; and serving individuals, families, and communities.

Values

The values of the College of Nursing include:

Faith in Christ

We strive to nurture a personal relationship with Jesus Christ and emulate his attributes as we seek to learn and practice the Healer's art.

Excellence

We value excellence in learning, teaching, mentoring, research, and leadership, which motivates us to engage in rigorous study and research, and to continually strive for personal and professional growth and development.

Accountability

We act with accountability and integrity to God and our fellowman in all that we do and strive to maintain high ethical standards of personal and professional conduct.

Christlike Service

We seek opportunities to provide Christlike service. As children of a loving Heavenly Father, we have been blessed with countless gifts, knowledge, skills, and talents we can use to serve individuals, families, and communities.

Statement on Belonging

The Brigham Young University College of Nursing nurtures a Zion community composed of students, faculty, and staff whose hearts are knit together in unity and love (Mosiah 18:21). We turn to the words and example of Jesus Christ, the Master Healer, as we strive to teach and practice the Healer's Art.

We value and embrace the variety of individual characteristics, life experiences, histories, perspectives, circumstances, talents, and gifts of each person in our community (1 Corinthians 12:12-27) and the richness and strength they bring to our college community and the profession of nursing.

We are united by our common primary identity as children of God (Acts 17:29; Psalm 82:6) and our commitment to the truths of the restored gospel of Jesus Christ (BYU Mission Statement), where:

- All relationships reflect devout love of God and a loving, genuine concern for the welfare of our neighbor (BYU Mission Statement). Our interactions create and support an environment of belonging wherever we may be (Ephesians 2:19); and
- The full realization of each student's divine potential is our central focus (BYU Mission Statement).

Creed

The Faculty, Staff, and Students of Brigham Young University College of Nursing seek to achieve a workplace environment guided by the principles of the gospel of Jesus Christ. We will exemplify the spirit of the Healer's art, and

- Act with integrity
- Collaborate for mutual success
- Achieve excellence in our work
- Find joy in the accomplishments of others
- Express gratitude and optimism
- Communicate respectfully and directly
- Value the unique gifts of others
- Work together toward the goal of preparing nursing students for a promising professional future and a Christ-centered life.

CONGRUENCE WITH THE UNIVERSITY

The College of Nursing at BYU demonstrates its quality through congruence with the university aims, mission, and institutional objectives and by implementing professional standards and guidelines.

ACCREDITATION

The College of Nursing is a member of the Council of Baccalaureate and Higher Degree Programs of the National League for Nursing, the American Association of Colleges of Nursing, and the Western Council on Higher Education in Nursing. The Commission on Collegiate Nursing Education accredits the master's degree program in nursing at Brigham Young University (http://www.ccneaccreditation.org). In addition to accreditation for nursing, Brigham Young University is fully accredited by the Northwest Association of Schools and Colleges.

COLLEGE FACILITIES

Nursing Learning Center

The Mary Jane Rawlinson Geertson Nursing Learning Center (NLC), located in 130 KMBL, is administered by the College of Nursing. The NLC houses a small collection of HBLL materials for nursing students, nursing laboratories, and procedure training rooms for applying nursing knowledge and learning skills. Access to the NLC is restricted to graduate and undergraduate nursing students.

Instruction in the NLC is designed to bring clinical reality into the educational setting. The NLC has state-of-the-art audiovisual equipment that provides for video capture and coding capabilities during simulated patient care experiences. Simulations involving computer-based simulators and standardized patients allow the same patient and scenario to be experienced by multiple students or groups of students.

Student Study Rooms

The Nursing Learning Center (NLC) provides access to electronic and print media needed for the various courses taught within the college. A group study area offers an environment where nursing students can complete assignments and work together.

The Graduate Study Room is located on the fourth floor of the Kimball Building. It provides a place for graduate students to study and also a place to meet and discuss ideas and concepts that enhance the graduate culture. It also provides computer access, including e-mail, library online catalog and references, databases, and web-based resources. A refrigerator and microwave are provided for student use.

Statistical Services

The College has an in-house statistical consultant faculty member, Dr. Neil Peterson. Consultation is available to assist students with data analysis for their projects. Additional statistical consultation may be provided through your faculty chair. External statistical consultation is possible when needed. Contact your faculty chair and/or Graduate Program Coordinator if you require additional statistical support.

CLINICAL FACILITIES

The College of Nursing makes extensive cooperative use of hospitals and healthcare facilities in Salt Lake and Utah Counties, and selected rural, interstate, and international sites. The clinical facilities offer comprehensive experiences.

All students are required to participate in a rural clinical site at least once during the program, which may require overnight accommodations. Due to the need for students to participate in various clinical experiences, students will be required to have access to transportation to clinical sites.

As a graduate student, you are a guest at clinical sites and expected to adhere to the highest professional standards.

The College of Nursing assists all graduate students in finding clinical facilities through which clinical hours will be completed. The College of Nursing also offers preceptors a small honorarium for their time as a clinical preceptor. These honorariums are transactions that take place solely between the College of Nursing and the preceptor. For ethical reasons, graduate students are not involved in the clinical preceptor payment procedure. Graduate students should never be asked to personally pay for clinical preceptors, nor should they comply with such requests. If the graduate student receives a request to personally pay for a clinical preceptor, the graduate student should immediately contact his or her faculty.

Section II
Admission Process

APPLICATION PROCESS

Students are admitted once a year, during the Fall semester. All applications should be submitted online through the Graduate Studies website. Applications must be submitted to the University by the due date listed on the Graduate Studies website: http://gradstudies.byu.edu

ACCEPTENCE TO PROGRAM

Minimum criteria that must be met to be considered for acceptance into the graduate program include:

1. Accepted by the Graduate School of the University
2. Completion of a baccalaureate degree in nursing from a school with national nursing professional accreditation (e.g., CCNE, ACEN, CNEA) and from a school with accreditation from the Northwest Commission of Colleges and Universities
3. Current R.N. licensure in good standing; if R.N. license is not in Utah, you must apply for Utah Licensure before starting the program.
4. Completion of an introductory undergraduate statistics course
5. Completion of a college-level pathophysiology course
6. A minimum GPA of 3.0 or better. The GPA will be calculated using the cumulative GPA from the applicant's undergraduate program
7. Three letters of recommendation from employers and former teachers (priority is given to current employers)
8. Letter of intent regarding graduate education
9. A personal interview
10. A minimum of 1 year of full-time (or two years part-time) RN experience

Acceptance into the graduate Master's Family Nurse Practitioner Program is highly competitive, with a limited number of openings each year. Brigham Young University is committed to providing academic environments free from unlawful discrimination. Unlawful discrimination based on race, color, sex, national origin, religion, age, veteran status, genetic information and/or disability is not tolerated.

Applicants are evaluated on a variety of criteria using a point system that measures the level of performance on criteria such as GPA, letters of recommendation, letter of intent, and interview. There may be an initial screening of applicants resulting in some students not being interviewed. Also, the professional judgment of the admissions committee will be used in selecting the candidates to be accepted into the Master's Family Nurse Practitioner Program.

Transfer Students

With College approval, transfer, senior, and post-baccalaureate studies credit may be applied toward the degree according to the individual criteria listed below. The maximum number of transfer credit hours should constitute no more than 25% of the total hours required for the program. Potential students may contact Graduate Studies for any questions.

Credit taken at other accredited universities in the United States or Canada may, with College approval, count toward a graduate degree at BYU if the following conditions are met:

1. Courses to be transferred must be clearly graduate-level.
2. Grades for such courses must be B or better (pass/fail courses are not transferable).
3. Independent study, correspondence, and extension courses are not transferable.
4. Courses taken before a student begins graduate work at BYU must be approved during a student's first semester of study at BYU.
5. Courses taken at another university after the student has begun studies at BYU must be pre-approved by graduate committee members and graduate coordinators, and Graduate Studies must be notified.
6. Credit has not already been applied to another degree.
7. Applicant must submit an official transcript.
8. Applicant must submit the official syllabi of courses taken. The College will review the course(s) to be transferred for equivalency, including course description, credit hours, course outcomes, and learning activities.
9. Post Baccalaureate Credit: Credit taken after the baccalaureate degree has been received, but before the semester of formal admission to a graduate program, is defined as a Post Baccalaureate (PBS) credit. Such credit can be considered part of a graduate degree program only with College approval. PBS and senior credit combined cannot exceed 15 semester hours of a graduate program.

ESL Students

Before acceptance to the College of Nursing, students with English as a second language (ESL) are required to submit official CAE, E3PT, IELTS, or TOEFL scores to be considered for admission. More information regarding these tests and the minimum score requirements can be found on the University Graduate Studies website.

International Students

In addition to general admission criteria required from all applicants, the following criteria need to be met for international applicants to qualify for the program:

1. Have an RN License in the State of Utah in good standing
2. Complete a credential evaluation that provides a transcript and verification of the equivalent of a Bachelor's Degree in Nursing (i.e., Commission of Graduates of Foreign Nursing Schools)
3. English as Second Language (ELS) students refer to the section above.

NOTE: Other testing may be required when needed

Please refer to the [University Graduate Studies website](#) for additional information regarding international students.

Section III
College Requirements

The College of Nursing is responsible for tracking student compliance with requirements from various government and healthcare agencies as well as the university. Nursing students are responsible for fulfilling the requirements, obtaining appropriate documentation, and ensuring that the documentation is submitted to the graduate program staff (nursing-graduate@byu.edu) on time. The serious legal and safety risk of being unprepared in any of these areas makes it imperative that students not attend clinical if these requirements are out of date.

BACKGROUND CHECK AND DRUG SCREENS

Purpose

The BYU College of Nursing is committed to providing the public with nurse practitioners who demonstrate personal and professional behaviors consistent with the standards of the profession. The purpose of this policy is to help promote a safe environment for patients, peers, faculty, and the general public, as well as to protect property by conducting criminal background checks and drug screens on all students accepted to the graduate nursing program.

Scope

This policy applies to all students accepted to the BYU graduate nursing program.

Policy

1. Background checks and drug screens are required of all students accepted to the program.
2. Participation in the nursing program is contingent upon satisfactory results of the background check and drug screens. Failure to comply may result in denial of acceptance or dismissal from the program.
3. Criminal background checks and drug screens must be current (within 3 years) to enable clinical practice within the graduate nursing program. Students are also subject to random and scheduled periodic drug screens during their participation in the program.
4. Background check and drug screen results released to the College of Nursing will be used for the purpose of assisting in making admission and continuation decisions and helping promote the safety of patients.
5. If a background check or drug screen identifies issues that may preclude acceptance or continuance in the program, the case will be referred to the Associate Dean over the graduate program for review and action.
6. If a student is concerned that the results are not accurate, she or he must address these issues with the Bureau of Criminal Identification (BCI) for resolution of a state record, to the Criminal Justice Information Services Division (CJIS) for resolution of a federal record, or to the participating organization that administered the drug screen.

Procedure

1. Conditions of Enrollment: It is an express condition of acceptance and enrollment for applicants and continued participation for current nursing students that the student agree to release information from background checks to the College of Nursing.
2. Waiver/Consent: The College of Nursing Informed Consent/Release form must be signed and returned by the requesting student to the graduate program staff. A copy of this release may be obtained for personal records.
3. Obtaining a Background Check and Pre-Enrollment Drug Screen
   a. The pre-enrollment drug screen will be initiated by the student as part of the routine acceptance process.
   b. A drug screen must be obtained from any credible drug screen company. Some suggested organizations are on the instruction page of the acceptance packet.
   c. Background checks will be initiated by the graduate program staff. Students will need to complete the background check process by the date specified by the graduate program staff. Please allow up to 4 weeks to complete the process. Failure to submit materials on time may result in denial or dismissal from the program.
   d. All expenses associated with background checks and drug screens are the sole responsibility of the requesting student.
4. Random, For-Cause, and Scheduled Periodic Drug Screens for Enrolled Nursing Students
   a. Given the nature of a nursing student's clinical work, the university has a special need to ensure that these students are not using drugs. Therefore, the university may randomly test enrolled nursing students for compliance with its drug-free school policy.
   b. The university may also require that an individual nursing student submits to a drug screen if, in the university's sole discretion, there is reasonable evidence to suggest that the student may be impaired and therefore is a risk to self or others.
   c. The university reserves the right to conduct periodic testing on a regularly scheduled basis for nursing students.
   d. The university will pay for the cost of any random, for-cause, or periodically scheduled drug screens of enrolled students.
5. Refusal to Undergo Testing
   a. Nursing students who refuse to submit to a drug screen are subject to immediate removal from the nursing program.
6. Convictions & Positive Drug Screens:
   a. The existence of a conviction or positive drug test does not automatically disqualify an individual from acceptance or continued participation. However, if a student tests positive on a drug screen, the student will be suspended from clinical work while the matter is reviewed.
   b. Each individual will be considered on a case-by-case basis. Relevant considerations may include but are not limited to: the details of drug screen results, the date, nature and number of convictions; the relationship the conviction bears to the duties and responsibilities of nursing; and the student's successful efforts toward rehabilitation.

c. Any decision to accept or reject an applicant or retain or dismiss a current nursing student with a conviction or positive drug test is solely at the discretion of the Graduate Program Coordinator and Associate Dean over the graduate program.

7. Right to Explain Screening Results
   a. Nursing students must advise testing lab employees of all prescription drugs taken in the past month before the test and be prepared to show proof of such prescriptions to testing lab personnel.
   b. All nursing students and applicants have the right to meet with the drug screening laboratory personnel and the university to explain their screening results.

8. Right to Review Records
   a. Nursing students have a right to obtain copies of all test results from the screening laboratory or the university. When a student disagrees with the screening results, the individual may request that the screening laboratory repeat the test. Such repeat screening will be at the expense of the student, unless the repeat test overturns the original report of the lab, in which case the university will reimburse the student for the costs incurred for the retest.
   b. Student right to respond: The student will have a chance to provide a written explanation to the Graduate Program Coordinator and Associate Dean over the graduate program. The student may be asked to meet in person to answer questions when appropriate.
   c. If the College of Nursing becomes aware that a current student has not completed the application truthfully, the student will be subject to disciplinary action up to and including dismissal from the nursing program.

9. Results
   a. Confidentiality: Reasonable efforts will be made to keep the results of criminal background checks and drug screens confidential, only personnel with a legitimate need to know are authorized to review results.
   b. College of Nursing access to results: The graduate program staff reviews all criminal background checks and drug screens, consulting with the Graduate Program Coordinator and Associate Dean over the graduate program as needed. If adverse information deemed relevant to suitability for nursing student status is obtained, the student will be sent a written notification requesting additional information. Students will send requested information to the Graduate Program Coordinator and Associate Dean over the graduate program.
   c. Admission/participation: Based on the criminal background checks and drug screen results, the Graduate Program Coordinator and Associate Dean over the graduate program reserve the right to extend or withhold acceptance or continued participation in the BYU College of Nursing.
   d. Right to change and/or terminate policy: BYU reserves the right, in its sole discretion, to amend, replace, and/or terminate this policy at any time. Efforts will be made to keep students informed of any changes in the policy.

INSURANCE

Students in clinical courses are covered by a malpractice insurance policy. The College of Nursing pays the fee for this insurance coverage.

In addition, the University Office of Cooperative Education and Internships requires all students who have educational experiences off campus to sign and submit a student agreement form to the graduate program staff. The form identifies stipulations for off-campus educational experiences and requires students to provide evidence of personal health insurance coverage. The information sheet and form are included in the acceptance packet sent to students when they begin the nursing program.

Students who do not submit required forms can be blocked from registering for nursing classes.

CARDIOPULMONARY RESUSCITATION CERTIFICATION

Students are required to have current American Heart Association certification in Cardiopulmonary Resuscitation (CPR) at the professional rescuer level, including training in the use of an automated external defibrillator (AED). Current CPR certification is required upon admission into the program.

A signed copy of your CPR certification must be submitted to the graduate program staff at the start of the program and after completion of a renewal course. The student's signature and expiration date are required on the card.

The graduate program staff will check certification, and a copy of the certificate will be placed in your file. Students will not be allowed to attend clinical unless their certification is current. In addition, students will not be permitted to register for nursing classes without a copy of their current certificate on file.

TUBERCULOSIS TEST

Students are required to get either 2-step tuberculosis (TB) tests or a QuantiFeron (T-Spot) blood test upon admission to the program. A copy of the TB results must be submitted to the graduate program staff upon admission to the program. Students will not be allowed to attend clinical without a current 2-step TB test or QuantiFeron result.

If a student is exposed to TB or has lived in a high-risk area for TB, they may be asked to re-submit a new 2-step TB to the graduate program staff before resuming clinical. Students who test positive for TB are required to get the QuantiFeron test. It is strongly recommended that students follow up with their healthcare provider. If you test positive, you will not be able to participate in clinical experiences. You will be required to take the treatment and submit sputum samples to the County Health Department weekly. When you have had two consecutive (2 weeks in a row) "clear" sputum samples, you may continue in clinical. Attendance at clinical and registration for subsequent nursing semesters can be blocked if this information is not in your permanent file with the graduate program staff.

IMMUNIZATION REQUIREMENTS

Measles/Mumps/Rubella

Students who do not have evidence of measles immunization will be required to complete the vaccination or to have a Rubella titer to show immunity.

A record of two shots of MMR is required and, if necessary, a Rubella titer or MMR booster. A copy of your immunization record and titer results, if needed, must be submitted to the graduate program staff at the beginning of the program.

Tetanus/Diphtheria/Pertussis or Tdap

Students must have current Tetanus/Diphtheria/Pertussis or Tdap and provide verification of that vaccination to the graduate program staff before beginning clinical. If a student has received a Td shot, they must still get the Tdap. Dtap is not the same as Tdap. The Tdap vaccine booster is required every 10 years.

Polio Immunization

Students are required to report Polio immunization or a titer. Any record of this childhood immunization will work. It is called OPV or IPV.

Varicella (Chicken Pox)

Students must provide a record of 2 Varicella shots or a titer. Having contracted chicken pox and reporting it is not adequate for this requirement. Those who have not had Varicella infection (proven by titer) are required to have the Varicella immunization. Documentation verifying the immunization must be provided to the graduate program staff.

Influenza (Flu) and COVID

Students are required to report annual influenza vaccination. Influenza immunizations must be completed in September/October annually. The graduate program staff will send out an email with a deadline.

COVID-19 immunizations are required by our clinical partners. As a result, all students must be fully vaccinated against COVID-19, including *at least one **bivalent** COVID-19 dose prior to beginning clinical.*

Hepatitis B (HBV)

Students are required to submit the records for the HBV series and a titer proving immunity.
1. Turn in all the HBV shots you have received in your lifetime.
2. If you have NOT already received the HBV series, you will need to start the series during your first semester of the program. Submit your immunization documents to the graduate program staff after each shot.
3. While your HBV vaccinations do not need to be completed to register for the first semester of the program, you will need to complete the series to register for and attend clinical in subsequent

semesters.

4. If you cannot receive the HBV shot series due to a medical reason, you will need to notify the graduate program staff, provide a note from your healthcare provider, and fill out the Liability Release Agreement form.

5. Titer required – Once you have completed the HBV 3-shot series, students must wait AT LEAST 6 weeks before obtaining a titer that shows immunity (reactive). Most students will have completed the 3-shot series as children and can go straightaway to get a titer. If the titer comes back as non-immune (non-reactive), the student will need to immediately get an HBV immunization (you can choose from the 3-shot series or the new 2-shot series), then wait six weeks and repeat the titer. The titer must show immunity. If you have questions about the timing or instructions, please ask the graduate program staff. All documentation of shots, titers, and results need to be submitted to the graduate program staff.

COMMUNICABLE DISEASE CONTROL STANDARDS

Responding to the growing concerns regarding communicable diseases, the College of Nursing maintains communicable disease records on students. Students are required to read and sign the Communicable Disease Record sent with the acceptance packet. Students will not be allowed in clinical settings unless the form is on file.

Student Education

All students must receive current information on communicable disease control and OSHA requirements, to be facilitated by one of the following:

1. Content on AIDS, Hepatitis, and other communicable diseases, including epidemiology, transmission, standard precautions, and other pertinent issues, are integrated appropriately in nursing courses.

2. To meet OSHA requirements, the College of Nursing is required to educate students about the risks associated with nursing education. Students are required to (a) view the OSHA video online and (b) electronically submit the form verifying that the video has been viewed at the beginning of the program.

3. The graduate program staff will file the OSHA form in the student's permanent file. For questions on this requirement, contact the graduate program staff (See a sample of the form in the Graduate Student Acceptance Packet).

4. Students who do not complete the three online steps for the OSHA requirement will not be eligible to attend clinical. For questions on this requirement, contact the graduate program staff.

HIPAA TRAINING

Students are required to complete HIPAA training through the CITI program training of Brigham Young University.

TECHNICAL STANDARDS

The BYU College of Nursing has a responsibility to educate competent Family Nurse Practitioners to care for their patients (persons, families, and communities) with critical thinking, clinical judgment, broadly based knowledge, interpersonal skills, and technical skills. BYU College of Nursing has academic as well as technical standards that must be met by graduate students to successfully progress in and graduate from their programs.

Technical Standards: Key areas for technical standards in nursing include having abilities and skills in the areas of (1) acquiring fundamental knowledge, (2) developing communication skills, (3) interpreting data, (4) integrating knowledge to establish clinical judgment, and (5) incorporating appropriate professional attitudes and behaviors into nursing practice capabilities.

The BYU College of Nursing program wishes to ensure that access to its facilities, programs, and services is available to all students including Students with Disabilities (SWDs), as defined by Section 504 of the Rehabilitation Act of 1973, the ADA of 1990 and the ADA Amendments Act of 2008, and all students can study and practice nursing with or without reasonable accommodations. BYU College of Nursing program provides reasonable accommodations to students on a nondiscriminatory basis in conjunction with the University Accessibility Center and in alignment with legal requirements as outlined in the Rehabilitation Act of 1973, the ADA 1990, and the ADA Amendments of 2008.

Technical Standards are based upon the following:

Marks, B. A., & Ailey, S. (2014). White paper on inclusion of students with disabilities in nursing educational programs for the California Committee on Employment of People with Disabilities (CCEPD). June 2014. doi:10.13140/RG.2.1.4741.9606

Neal-Boylan, L., & Smith, D. (2016). Nursing students with physical disabilities: Dispelling myths and correcting misperceptions. *Nurse Educator, 41*(1), 13-18. doi:10.1097/NNE.0000000000000191

Requirements	Standards	Examples
Acquiring fundamental knowledge	1. Ability to learn in classrooms and other educational settings 2. Ability to find sources of knowledge and acquire the knowledge 3. Ability to be a life-long learner 4. Novel and adaptive thinking	• Acquire, conceptualize and use evidence-based information from demonstrations and experiences in the basic and applied sciences, including but not limited to information conveyed through lecture, online coursework, clinical and simulation experience, group seminar, small group activities and physical demonstrations • Develop healthcare solutions and responses beyond that which is rote or rule-based
Developing communication skills	1. Communication abilities for sensitive and effective interactions with patients (persons, families and communities) 2. Communication abilities, including	• Accurately elicit or interpret information: medical history and other info to adequately and effectively evaluate a client or patient's condition

	TeamSTEPPS©, for effective interactions with the healthcare team (patients, their supports, other professional and non-professional team members) 3. Noticing and sense-making of information gathered from communication 4. Cultural humility 5. Emotional intelligence	• Accurately convey information and interpretation of information using one or more means of communication (verbal, written, assisted (such as TTY) and/or electronic) to patients and the healthcare team • Effectively communicate in teams • Determine a deeper meaning or significance in what is being expressed • Connect with others to sense and stimulate reactions and desired interactions
Interpreting data	1. Ability to acquire data, identify key features, create a problem representation, adopt a framework, apply key features, reevaluate if needed, and reach a correct diagnosis. 2. Ability to assess and monitor health needs 3. Ability to use critical thinking/clinical reasoning to interpret and respond to health needs 4. Computational thinking, solving problems through step-by-step methodological processes 5. Cognitive load management; ability to notice, interpret, respond, and reflect on multiple pieces of information	• Obtain and interpret information from assessment maneuvers such as assessing respiratory and cardiac function, blood pressure, blood sugar, neurological status, etc. • Obtain and interpret information from diagnostic representations of physiologic phenomena during a comprehensive assessment of patients • Obtain and interpret information from assessment of patient's environment and responses to health across the continuum • Obtain and interpret for evaluation information about responses to nursing action • Translate data into abstract concepts and to understand data-based reasoning
Integrating knowledge to establish clinical judgment	1. Critical thinking, problem-solving and decision-making ability needed to care for persons, families and communities across the health continuum and within their environments to establish clinical judgment 2. Intellectual and conceptual abilities to accomplish the essentials of the nursing program including general education and nursing program requirements	• Accomplish, direct or interpret assessment of persons, families and/or communities and develop, implement and evaluate plans of care or direct the development, implementation and evaluation of care • Critically assess and develop content that uses existing and new technology, and to leverage technology to inform clinical judgment

	3. Reflection-in-action and reflection-on-action to employ design mindset 4. Technology literacy 5. Transdisciplinarity, integration of disciplines to resolve complex problems and achieve collaborative clinical goals	• Understand and have literacy in concepts across disciplines • Represent and develop tasks and work processes for desired outcomes
Incorporating appropriate professional attitudes and behaviors into nursing practice	1. Represent the College of Nursing Mission and Vision to exemplify the Savior while learning the Healer's Art 2. Demonstrate the College of Nursing values 3. Acquire interpersonal skills for professional interactions with a diverse population of individuals, families and communities as described in the College of Nursing Creed 4. Acquire leadership skills necessary for promoting change for necessary quality healthcare 5. Cultural humility	• Provide compassionate care to patients • Maintain effective, mature, and sensitive relationships with clients/patients, students, faculty, staff and other professionals under all circumstances • Make proper judgments regarding safe and quality care • Function effectively under stress and adapt to changing environments inherent in clinical practice • Demonstrate professional role in interactions with patients, intra- and inter-professional teams • Operate in different cultural settings (including disability culture) • Work productively, drive engagement, and demonstrate presence as a member of a team

EXPECTATIONS OF GRADUATE NURSING STUDENTS

Students accepted into the graduate program are expected to make the nursing program a priority in their life. In fact, graduate school is "a period of intensive learning in a stimulating setting where a commitment to excellence is expected…" (BYU Mission Statement). Adjustments to work schedules will likely be necessary. Work should be planned around class, lab, and clinical hours. Typically, students are in class three days per week and are in clinical 2-3 days per week. All graduate students are expected to carefully read and complete the Expectations of Family Nurse Practitioner Students Form.

Section IV
Program Information

PROGRAM DESCRIPTION

The College of Nursing at Brigham Young University offers a Master's of Science Degree as a Family Nurse Practitioner (FNP). The graduate curriculum is derived and informed by the University Mission and Aims and the College Mission, Vision, and Values, while also reflecting the development of the advanced practice role as outlined by: *The Essentials: Core Competencies for Professional Nursing Education* (AACN, 2021); *Standards for Quality Nurse Practitioner Education* (NTF on Quality Nurse Practitioner Education, 2022, 6th Edition); *Nurse Practitioner Role Core Competencies* (NONPF, 2022); *Consensus Model for APRN Regulation: Licensure, Accreditation Certification, & Education* (APRN Joint Dialogue Group, 2008); *Graduate QSEN Competencies* (AACN QSEN Education Forum, 2012); and *Utah Nurse Practice Act* (Utah Code, 58-31b, 2023); and *Nurse Practice Act Rule* (Utah Code, R156-31b, 2021).

Graduate Program Overview

While in the program, students will take graduate core courses in theory, evidence-based practice, healthcare planning, health policy, health issues, ethics, organization and leadership, information and healthcare technologies, and interprofessional collaboration. Students also complete advanced practice core courses. Students then complete the courses outlined in their population-focused area of family across the lifespan. Students participate in capstone experiences which include their internship and completion of a project.

FNP Program Vision

Care for the one, transform the world.

FNP Program Mission

To impact healthcare through exceptional clinical practice and transformative leadership.

FNP Advanced Practice Role Overview

The FNP role emphasizes health promotion, health maintenance, prevention, and detection of alterations in health through supportive interventions, counseling, and teaching of families and individuals. In addition, the FNP role incorporates management of illness, including diagnosis and management of common, chronic, and acute conditions. The practitioner collaborates and consults with other healthcare providers. FNP practice is based on an epidemiological approach to health problems, understanding family and community systems, managing resources and economics, and using appropriate technology.

FNPs improve access to primary care for all populations. An FNP may provide care to families and individuals in various settings, including the home, school, workplace, clinics, urgent care, or hospital,

depending on patient needs.

An FNP keeps current in knowledge and skills through education, review of the literature, and systematic inquiry. Practitioners utilize relevant healthcare research and contribute to the knowledge of colleagues through peer review, publication, or verbal communication methods. An FNP engages in issues relevant to the profession, community, state, and nation.

PROGRAM OUTCOMES

The following provides a description of what the graduate student should be able to do at the completion of the program. The program outcomes are guided by the AACN's The Essentials: Core Competencies for Professional Nursing Education (2021).

At the completion of this program, the student:

1. Attains and applies advanced family nurse practitioner knowledge
2. Demonstrates the Healer's art by providing exceptional person-centered care
3. Champions population health while engaging in partnerships and advocacy
4. Transforms health and systems of care through scholarly inquiry, application, and dissemination
5. Integrates and implements quality and safety principles in care delivery
6. Collaborates interprofessionally to optimize care
7. Utilizes knowledge of organizations and systems to coordinate and optimize care
8. Uses technology and informatics to direct patient care
9. Embodies professionalism and accountability, fosters an environment of belonging, and recognizes the divine potential in self and others
10. Commits to personal and professional growth, mentoring, and leadership leading to lifelong learning and service

COURSE DESCRIPTIONS & LEARNING OUTCOMES

A complete list of courses as well as the course descriptions for the FNP program, can be found online on the Graduate Course Catalog.

Individual course outcomes can be found in each course syllabus.

The curriculum is divided into four sections: the Graduate Nursing Core, the Advanced Practice Core, the Population Focus Core, and the Capstone Experience.

Graduate Nursing Core

The Graduate Nursing Core is designed to equip students with the skills necessary to function as advanced practice nurses who understand how to translate the best evidence into clinical decision-making and practice. Students learn about advanced practice ethics, professionalism, leadership, finance, biostatistics, epidemiology, and organizational systems. The Graduate Nursing Core also provides

students with the background necessary to influence healthcare planning and policy. In addition, these courses prepare students to use informatics and healthcare technologies, quality improvement and safety strategies, and how to work interprofessionally to plan care.

Course		Credits
NURS 607	Informatics and Healthcare Technologies	1.0
NURS 610	Quality Improvement, Safety, and Evidence-based Practice	3.0
NURS 611	Policy, Leadership, and Organizational Systems	2.0
NURS 612	Ethics and Professionalism	1.0
NURS 613	Healthcare Finance	1.0
NURS 614	Biostatistics and Epidemiology	1.0
NURS 590R	Career Strategies (Elective)	1.0

Total Graduate Nursing Core Hours 9.0-10.0

Advanced Practice Core

The Advanced Practice Core provides students with the foundational knowledge and skills for advanced nursing practice. These areas include advanced pharmacology, advanced pathophysiology, and advanced physical assessment.

Course		Credits
NURS 555	Pharmacology in Advanced Practice	3.0
NURS 619	Advanced Pathophysiology and Genetics/Genomics	3.0
NURS 620	Advanced Physical Assessment Lab	1.0
NURS 621	Advanced Physical Assessment	2.0
NURS 590R	Point of Care Ultrasound (Elective)	1.0

Total Advanced Practice Core Hours...9.0-10.0

Population Focus Core

The Population Focus Core equips students with the knowledge and skills for advanced nursing practice as a Family Nurse Practitioner. The Population Focus Core progresses from novice to intermediate to advanced levels. Students learn about simple and complex patient conditions and common, chronic, and acute disorders. Pediatrics and gerontological content is housed in Nursing 633 and Nursing 634. During the clinical courses, students and faculty are able to track conditions of patients followed by students in clinical settings to have a clear understanding of changes needed in clinical assignments to maximize the breadth of learning necessary to practice as an FNP. As students move through the curriculum, they are better prepared to assume interprofessional collaborative and independent roles in healthcare to influence healthcare planning and advocate for appropriate change in healthcare.

Course		Credits
NURS 624	Clinical Practicum #1	7.0
NURS 626	Clinical Practicum #2	6.0

NURS 627   Procedures and Diagnostics for the Advanced Practice Nurse 2.0

NURS 633   Family Nurse Practitioner #1 ....6.0

NURS 634   Family Nurse Practitioner #2...6.0

Total Family Nurse Practitioner Core Hours 27.0

Capstone Experiences

The project links the concepts and principles learned in the Graduate Nursing Core and Advanced Practice Core with the clinical practice experience and issues seen in the Family Nurse Practitioner Population Focus Core. The project provides students with experience identifying a gap in clinical knowledge and using best practices to implement a quality improvement plan that is publishable in quality. In addition, students participate in a clinical internship that provides a focused and in-depth experience in settings approximating actual FNP practice.

Course	Credits
NURS 635R Family Nurse Practitioner Internship	5.0

Project

NURS 616   Project #1: Beginning the Process..1.0

NURS 617   Project #2: Implementation, Data Collection, and Evaluation 1.0

NURS 618   Project #3: Writing, Defense, and Dissemination 1.0

NURS 698R   Project 3.0

Total Capstone Hours 11.0

Total Required Program Credit Hours **57.0**

The total program credit hours may be between 57-59 depending on if the student completes one or both elective courses.

CREDIT HOUR EQUIVALENT

Clock hour (50 minutes) equivalent for each credit hour is as follows:

    Didactic: 1 credit hour = 1 clock hour per week x 14 weeks

    Clinical: 1 credit hour = 3 clock hours per week x 14 weeks

    Laboratory experience: 1 credit hour = 2 clock hours per week x 14 weeks

    Seminar: 1 credit hour = 2 clock hours per week x 14 weeks

COURSE SEQUENCING

Most courses are taught only once a year. If students are not in sequence, a year delay in taking a specific course may be required. In addition, some classes have prerequisites that must be considered in sequencing courses.

First Year

1st FALL	1st WINTER	1st SPRING
NURS 555 (3.0 Didactic) Pharmacology in Advanced Practice	**NURS 610 (3.0 Didactic)** Quality Improvement, Safety, and Evidence-based Practice	**NURS 634 (6.0 Didactic)** Family Nurse Practitioner #2
NURS 614 (1.0 Didactic) Biostatistics and Epidemiology	**NURS 616 (1.0 Seminar)** Project #1: Beginning the Process	
NURS 619 (3.0 Didactic) Advanced Pathophysiology and Genetics/Genomics	**NURS 627 (2.0 Lab)** Diagnostics and Procedures for the Advanced Practice Nurse	
NURS 620 (1.0 Lab) Advanced Physical Assessment–Lab	**NURS 633 (6.0 Didactic)** Family Nurse Practitioner #1	
NURS 621 (2.0 Didactic) Advanced Physical Assessment	**NURS 698R (1.0 Project)** Project	
10 CREDIT HOURS	13 CREDIT HOURS	6 CREDIT HOURS

Second Year

2nd FALL	2nd WINTER	2nd SPRING
NURS 607 (1.0 Didactic) Informatics and Healthcare Technologies	**NURS 611 (2.0 Didactic)** Policy, Leadership, and Organizational Systems	**NURS 635R (5.0 Clinical)** Family Nurse Practitioner Internship
NURS 612 (1.0 Didactic) Ethics and Professionalism	**NURS 618 (1.0 Seminar)** Project #3: Writing, Defense, and Dissemination	
NURS 613 (1.0 Didactic) Healthcare Finance	**NURS 626 (6.0 Clinical)** Clinical Practicum #2	
NURS 617 (1.0 Seminar) Project #2: Implementation, Data Collection, and Evaluation	**NURS 698R (1.0 Project)** Project	
NURS 624 (7.0 Clinical) Clinical Practicum #1		
NURS 698R (1.0 Project) Project	**590R (1.0 Lab)** Elective Point of Care Ultrasound	
	590R (1.0 Didactic) Elective Career Strategies	
12 CREDIT HOURS	10-12 CREDIT HOURS	5 CREDIT HOURS

Possible Credit Hours: 57-59, depending on elective courses taken.

Section V
Student Progression through Curriculum

REGISTRATION INFORMATION

Students can register for classes at www.byu.edu. Students will need to sign in to access their myBYU page. In the Campus Links section under the "School" tab, students can click on "Register for Classes." Students are responsible to register for their classes. However, prior to each semester, graduate program staff will provide students with a list of classes for which they need to register.

Graduate Minimum Registration Information

There are minimum hour registration requirements for an academic year, and every student must comply to remain an active graduate student. Please keep in mind that by only meeting these minimum requirements, you are considered a part-time student; for full-time status, there are different requirements.

If you do not fulfill the minimum registration requirement within an academic year, you will be dropped from your graduate program.

GENERAL GUIDELINES FOR ALL STUDENTS

Program of Study Form

Once accepted into the graduate program, the Graduate Program Coordinator and the graduate program staff will guide your registration. At orientation, students will complete a graduate program of study form outlining their course of study. Graduate students are required to upload their program of study form into the "Graduate Progress" website the third week of the second semester. If needed, a student's program of study form can be changed if authorized by their Graduate Project Chair and the Associate Dean over the graduate program.

For graduation with a master's degree, the university requires a minimum of 30 semester credit hours. Students are required to complete undergraduate prerequisite courses before taking graduate courses and may not include the prerequisite courses in the 30 semester hours. The College of Nursing Graduate Program requires more than the minimum hours for completion.

PROJECT EXPERIENCE

Project Description

All students are required to complete a project. The overall goal of the experience is to positively impact patient care. Students will accomplish this goal by demonstrating proficiency in utilizing research and evidence, including evaluation of research, problem identification within the clinical setting, awareness of practice outcomes, and the clinical application of research. Your project will be completed during three writing classes. All students must complete these writing courses. Additionally, projects require three

credit hours of 698R. Completion of the project should result in a manuscript suitable for publication.

GRADUATE PROJECT CHAIR AND COMMITTEE

At the beginning of your program, you will be assigned a faculty member to guide your project process. This faculty member is your Graduate Project Chair. The chair must have graduate faculty status, which requires faculty to be doctorally prepared with either a Ph.D. or a DNP and be approved by the Dean of Graduate Studies.

A project team comprises the Chair and additional team members, if desired. The minimum number of GFS faculty required for a graduate student project is one – the Chair. Additional team members may include: 1) College of Nursing faculty members with GFS; 2) any faculty member at the university with GFS; 3) nursing faculty members who do not have GFS but do have an approved petition to serve; or 4) a content expert who does not have GFS but does have an approved petition.

Role of Graduate Committee

The Graduate Project Chair will be responsible for degree requirements related to the project. If there are additional committee members (in addition to the Graduate Project Chair), all committee members will participate in the Prospectus (proposal defense, part of NURS 616) and the Final Defense (part of NURS 618). The Graduate Project Chair and committee (if applicable) will be responsible for evaluation of the student's performance.

Coursework to prepare students for this experience will include knowledge and skills to:

1. Access the best evidence needed to answer questions identified in one's nursing practice;
2. Utilize research to analyze the outcomes of nursing interventions, to initiate change, and to improve practice;
3. Use computer hardware and appropriate software;
4. Understand statistics and research methods;
5. Utilize information systems for the storage and retrieval of data, consistent with the particular population focus;
6. Initiate a line of inquiry into comprehensive databases to utilize available research and evidence in the practice of nursing;
7. Write and communicate effectively—identify a clinical problem, demonstrate an understanding of the research related to this problem, critically analyze the problem and current knowledge, and develop a strategy for the incorporation of the research into a plan or treatment regimen;
8. Lead a project;
9. Evaluate the effectiveness of an intervention.

Criteria for the Project

Projects must meet the following criteria:

1. Involve a topic of real consequence, making a substantial contribution to some aspect of the discipline, and is generally focused in Family Practice/applicable to the FNP area of

specialization.

2. Provide for new applications or insights to relevant clinical problems.
3. Provide for a rigorous and critical synthesizing review of the literature upon which one can make recommendations based on the strength of the evidence.
4. Provide a clearly and effectively written piece of work that is polished and of publishable quality.
5. Be disseminated.
   a. "Dissemination may include a final written product that is presented to a defined group of stakeholders, such as members of the practice and/or university community or participants at a local, state, or national professional meeting. Other possible examples of dissemination include poster presentations, a manuscript under review and/or submission for publication, an educational presentation, or a podcast" (AACN, 2021, p. 25).
6. Serve as a foundation for future scholarly practice.

Outcomes of Project

1. Proficient at the utilization of research, including the identification and evaluation of clinical problems,
2. Identification of clinical problems within a healthcare setting, awareness of practice outcomes, and the clinical application of research,
3. Effective in communicating verbally and in writing project findings,
4. Views using the best evidence as an integral and vital aspect of clinical practice.

Human Subjects

All projects are required to have ethical oversight. Scientific review and approval from the College of Nursing is required before you can submit your project for University Institutional Review Board (IRB). You must also obtain approval from the IRB. Additionally, human subject clearance must be obtained from each institution where data are collected. Data may not be collected until you have received approval from all institutions.

At the completion of the Final Defense (as part of NURS 618), students will receive a 1) passed, 2) passed with qualifications, 3) recessed, or 4) failed. If the student obtains a "recess" on the Final Defense, a second Final Defense may be scheduled after 30 days. Students are allowed to repeat the Final Defense once. If a student fails the Final Defense after two attempts, their status in the graduate program is terminated.

"If two or more examiners vote to recess, the examination is recessed. The committee will provide a detailed summary to the student, the department and to Graduate Studies of the expectations for improvement in the subject matter, and/or changes required in the dissertation or thesis before the examination will be reconvened. A memo with the committee expectations must be sent to Graduate Studies. With the approval of the Graduate Committee, the candidate may schedule a second and final examination. The new examination cannot be held sooner than a month after the recessed examination.

If two or more examiners vote to fail, the examination is failed and the graduate degree program of the student is terminated. Because examination results of recess or fail may lead to termination of graduate status, the department is required to submit a memo to Graduate Studies including the reasons for the decision" (BYU Graduate Studies Handbook, 2022, p. 46).

Completion of the Project

Students must complete all components of their project, including uploading the manuscript to ScholarsArchive, by the University deadlines for graduation to be eligible for graduation in that semester/term. To meet the deadline, students must submit a copy of their project manuscript, with their Graduate Project Chair's approval, to the Associate Dean over the graduate program. The Associate Dean typically will have comments that must be addressed before the manuscript is cleared for upload in ScholarsArchive. Please plan accordingly. Failure to meet this deadline may result in a delay in a student's graduation.

Section VI
Student Retention

STANDARDS OF CONDUCT

Honor Code

Brigham Young University and other Church Education Systems exist to provide an education in an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints. That atmosphere is created and preserved through commitment to conduct that reflects those ideals and principles. All students at BYU must uphold the [Honor Code](). Members of the faculty, administration, staff, and student body at BYU are selected and retained from among individuals who voluntarily live the principles of the gospel of Jesus Christ. Observance of such is a specific condition of admission. Those individuals who are not members of The Church of Jesus Christ of Latter-day Saints are also expected to maintain the same standards of conduct, except church attendance. All faculty, administration, staff, and students voluntarily commit to conduct their lives in accordance with the principles of the gospel of Jesus Christ, they strive to maintain the highest standards in their personal conduct regarding honor, integrity, morality, and consideration of others. The honor code, approved by the Board of Trustees require students to:

- Maintain an Ecclesiastical Endorsement, including striving to deepen faith and maintain gospel standards
- Be honest
- Live a chaste and virtuous life, including abstaining from sexual relations outside marriage between a man and a woman. Living a chaste and virtuous life also includes abstaining from same-sex romantic behavior
- Abstain from alcoholic beverages, tobacco, tea, coffee, vaping, marijuana, and other substance abuse
- Participate regularly in Church services
- Respect others, including the avoidance of profane and vulgar language
- Obey the law and follow campus policies, including the Church Educational System Dress and Grooming standards
- Encourage others in their commitment to comply with the Honor Code and Dress and Grooming standards

Integrity and Honesty

Students come to the university not only to improve their minds, gain knowledge, and develop skills that will assist them in their life's work, but also to build character. "President David O. McKay taught that character is the highest aim of education" ([The Aims of a BYU Education]()). It is the purpose of the BYU Academic Honesty Policy to assist in fulfilling that aim.

BYU students should seek to be totally honest in their dealings with others. [Academic honesty]() is expected

of all BYU students. They should complete their own work and be evaluated based upon that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct.

- Students who are aware of a lack of academic honesty must report such instances to their professors.

- Students are expected to adhere to the highest standards of academic honesty.

- Cheating is a form of dishonesty where a student attempts to give the appearance of a level of knowledge or skill that the student has not obtained. Examples include:

  - Copying from another person's work during an examination or while completing an assignment.

  - Allowing someone to copy during an examination, sharing any information during an examination, or while completing an assignment.

  - Using unauthorized materials during an examination or while completing an assignment.

  - Collaborating on an examination or assignment without authorization.

  - Providing _any_ information about an examination or simulation (OSCE) to students who have not yet completed the examination or simulation.

  - Plagiarism in all forms.

  - Taking an examination or completing an assignment for another.

- Faculty determine if a violation has occurred and must notify the student and Honor Code Office as soon as it is recognized.

  - The faculty meets with the student and reviews written notification about the consequences in the course and that the student will be referred to the Honor Code Office.

  - The student signs the written notification of academic dishonesty and referral to the Honor Code Office, indicating that he/she has read it.

    - The student may also write a response.

Every instance of academic dishonesty will be reported to the Honor Code Office. Academic dishonesty on assignments, quizzes, simulations, or tests etc. constitutes a zero score on that assessment. Academic dishonesty may also result in failure of the course and/or dismissal from the program.

USE OF AI

Artificial intelligence (AI) is changing higher education by revolutionizing teaching and writing. With the help of AI-powered language tools, academic writing can be enhanced with real-time grammar and style suggestions, resulting in more polished and coherent papers. As AI adoption grows, policies and guidelines related to AI's use in writing, reviewing, and teaching are evolving across federal agencies, journals, and academic institutions. Staying informed and thoughtfully evaluating the integration of AI

tools in higher education is vital for instructors and students alike.

Can AI be used in writing and/or developing my paper?

Yes. If you use AI, you must be transparent and disclose what AI tool was used and how it was used. This information should be included in the "Methods" section of your graduate student project paper (Committee on Publication Ethics, 2023). The student author is accountable for ensuring that the information generated by AI is appropriate and accurate. Any paraphrased or quoted material should be appropriately cited.

Authors should carefully review and edit AI-generated information (International Committee of Medical Journal Editors [ICMJE], 2023). Authors who rely upon AI-generated material without confirming the accuracy of the information may be guilty of plagiarism and/or falsification and, therefore, academic misconduct. Accuracy and integrity in scientific work remain the author's responsibility, for which they are accountable.

Can AI be used in my editing process?

Yes. AI can be incredibly valuable in enhancing your editing process. Utilizing AI-powered editing tools can significantly speed up the proofreading and revision phases of your work. These tools can efficiently identify grammar and spelling errors, suggest more concise and engaging language, and even offer stylistic improvements. Integrating AI into your editing process can increase efficiency and accuracy, and ultimately help you produce polished and refined content. Embracing AI in editing empowers you to focus more on the creative aspects of your writing. You must be transparent in your use of AI in the editing process.

Can AI be listed as an author?

No. Authors are individuals who possess creativity, intent, and the ability to make intellectual contributions to a work, which AI lacks. AI can play a valuable role in generating content, but it lacks the consciousness and agency required for authorship attribution. Listing AI as an author would misrepresent the true nature of authorship and diminish the significance of human contributions in the creative process (Committee on Publication Ethics, 2023).

How do I acknowledge the use of AI in my writing?

"If you've used ChatGPT or other AI tools in your research, describe how you used the tool in your Method section or in a comparable section of your paper. For literature reviews or other types of essays or response or reaction papers, you might describe how you used the tool in your introduction. In your text, provide the prompt you used and then any portion of the relevant text that was generated in response (https://apastyle.apa.org/blog/how-to-cite-chatgpt)." Please refer to the APA style blog for an example of how to cite AI.

Academic Use of AI: Writing

Artificial intelligence (AI) programs, such as ChatGPT, can be fun and helpful tools for writing and research. Grammarly and citation generator tools are also examples of useful AI resources. However, it can be complicated to know when writing and research tools cross the line into unethical use and plagiarism.

We recommend that you always do your own original writing and research. The Writing Center and our Librarian can provide personal help. If you decide to use AI tools, use the following guidelines to maintain academic integrity. Always check with your instructor about the acceptable use of AI for any course assignments.

DO	Don't
Use academic-specific AI tools such as Grammarly and citation generators.	Don't use paraphrasing tools for the research in your assignments.
Use AI to help brainstorm ideas for a paper or presentation.	Don't copy AI-generated text into your assignments.
Get help with APA formatting or receive feedback on your writing.	Don't use AI to find sources for your academic research.
Generate ideas for keywords to use in a library search.	Don't use AI tools to analyze your course readings.

Do not use AI if you are unsure – Contact your instructor for more information.

ACADEMIC PERFORMANCE

Grading

Specific grading criteria are outlined in individual course syllabi. The College of Nursing Graduate Program grading is as follows:

A	93–100
A–	90–92.9
B+	87–89.9
B	83–86.9
B–	80–82.9
C+	77–79.9

Students must have a cumulative GPA of a 3.0 (83-86.9%, or "B") to graduate. A student must pass all courses with a minimum of a B- (80%), a C+ and below is considered a failure. Students are allowed to repeat one course once. After the second failure in a course, students will be dismissed from the program.

Evaluation of Academic Performance

Student academic standing in the University is determined by several criteria, including grade point average, completion of program requirements (program of study submitted, courses completed on schedule), and adherence to professional standards of performance appropriate for the profession of nursing and for a graduate student at Brigham Young University. The Department of Education requires satisfactory progress to continue receiving financial aid.

1. Criteria
   a. Components of the academic review include: (1) GPA (both semester and cumulative), (2) progression in completing the program, (3) progression in developing and completing the project (4) adherence to professional standards of performance. Student performance will be evaluated using the following categories:
      i. Satisfactory Academic Standing
      ii. Marginal Academic Standing
      iii. Unsatisfactory Academic Standing
2. Procedure for Evaluation of Academic Performance
   a. Bi-Annual Review of Graduate Students
      i. You will be formally evaluated bi-annually in a Graduate Academic Council Meeting.
         1. Participants of the evaluation will include the Graduate Program Coordinator, the Associate Dean over the graduate program, members of the Graduate Academic Council, graduate course instructors, and the individual student's Graduate Project Chair.
         2. Students will be notified in writing of the status of the review.
         3. Marginal and unsatisfactory evaluations require remedial procedures.
   b. Ongoing Review of Graduate Students:
      i. Students will be reviewed through the following ongoing processes:
         1. At the end of each semester, the Graduate Program Coordinator will review the semester and cumulative GPA of each student.
         2. Graduate Project Chairs who see lack of appropriate progress of a student's project (reasonable adherence to the established timeline), lack of course completion, violation of professional standards of practice, or Honor Code violations should report them to the Associate Dean over the graduate program.
         3. A satisfactory standing can be changed to a marginal or unsatisfactory standing at any time based on performance.
         4. Students will be dismissed from the program if they receive two marginal ratings.

See following page for the standards of academic evaluation for graduate students.

ACADEMIC STATUS	MINIMUM CRITERIA	STUDENT STANDARDS OF PERFORMANCE	COLLEGE ACTIONS
Satisfactory Academic Standing	Program of Study Form approved by Graduate Program Chair and submitted to GRADPROGRESS no later than the third week of the second semester of the program AND Completion of courses as outlined on program of study. Must complete program within five (5) years AND Registered for a minimum of six (6) semester hours each school year AND Most recent semester and cumulative grade point averages (GPA) are 3.0 or above AND Approval of project proposal (Prospectus) by Graduate Project Chair and committee (if applicable) by end of first year winter semester AND Adherence to timeline established for completion of project AND Adherence to professional standards of performance appropriate for the profession of nursing and for a graduate student at Brigham Young University including the Honor Code	Submit Program of Study Form to GRADPROGRESS no later than the third week of the second semester of the program Adherence to outlined program of study. Necessary changes in a student's study list authorized by Associate Dean over the graduate program Maintain a minimum registration of six (6) credit hours over an academic year Maintain a cumulative and semester GPA of a 3.0 or above Project proposal (Prospectus) approved by Graduate Program Chair and committee (if applicable) by end of first year winter semester Adherence to timeline established for completion of project Maintain professional standards of performance appropriate for the profession of nursing and for a graduate student at Brigham Young University including the Honor Code	Twice a year evaluation of student's performance on the outlined criteria. The student will be notified in writing of the outcome of the evaluation.

ACADEMIC STATUS	MINIMUM CRITERIA	STUDENT STANDARDS OF PERFORMANCE	COLLEGE ACTIONS
Marginal Academic Standing	When the most recent semester GPA is below a 3.0 AND/OR The student has received a C+ or below in a course BUT The cumulative GPA is 3.0 or above AND/OR Failure to have project proposal (Prospectus) approved by graduate Chair and committee (if applicable) by the end of the first winter semester AND/OR Failure to adhere to timeline established for completion of project AND/OR Failure to complete courses as outlined on program of study AND/OR Failure to adhere to professional standards of performance both in clinical and the classroom appropriate for the profession of nursing and for a graduate student at Brigham Young University including the Honor Code	Students must contact the individual outlined in the marginal standing letter and the Graduate Project Chair Formulate a plan to rectify problems and have it approved by Graduate Project Chair Follow plan, re-evaluating often	The student will be notified in writing of marginal academic standing and steps that must be taken to rectify problems and the appropriate faculty member to contact. A hold will be placed on the student's registration preventing registration for future semesters/terms until the student has met with the Graduate Project Chair and had the plan approved If the student fails to rectify the problem, the student will be placed on unsatisfactory academic standing Two marginal ratings during the program results in dismissal from the program

ACADEMIC STATUS	MINIMUM CRITERIA	STUDENT STANDARDS OF PERFORMANCE	COLLEGE ACTIONS
Unsatisfactory Academic Standing	When the most recent semester GPA is below 3.0 AND The cumulative GPA is below 3.0 AND/OR Failure to have project approved by Graduate Project Chair and committee (if applicable) by the end of the first winter semester AND/OR Persistent failure to adhere to timeline established for completion of project AND/OR Persistent failure to complete courses outlined on schedule AND/OR Failure to adhere to professional standards of performance in either clinical or didactic setting appropriate for the profession of nursing and for a graduate student at Brigham Young University Failure to adhere to the Honor Code	Students must contact the individual outlined in the unsatisfactory standing letter and the Graduate Project Chair	The student will be notified in writing of unsatisfactory academic standing One unsatisfactory rating results in immediate dismissal from the program

ACADEMIC STATUS	MINIMUM CRITERIA	STUDENT STANDARDS OF PERFORMANCE	COLLEGE ACTIONS
Academic Dismissal	After two (2) semesters of a cumulative GPA below 3.0 AND/OR The student has received a C+ or below in a second course OR Persistent failure to make progress on project OR Have two marginal reviews or a marginal and unsatisfactory review OR An unsatisfactory review OR Failure to adhere to professional standards of performance in either clinical or didactic setting appropriate for the profession of nursing and for a Graduate Student at Brigham Young University Failure to adhere to the Honor Code After careful review of your complete academic history the Graduate Academic Council may recommend to the university that you have exhausted the opportunity to study and progress and should be dismissed.	Academic dismissal is noted on the student's transcript and the student is ineligible to continue studies in the Nursing Graduate Program	The Graduate Studies office will be notified

Failure in Course Work

1. Students may fail a course for violation of BYU or agency policies and standards of professional conduct, failure to adequately prepare for class or clinical practice, academic dishonesty, or lack of personal integrity, as well as unsatisfactory course work including clinical performance.
   a. The instructor will notify the student of problems or violations as soon as they are recognized.
   b. The notification will be in writing and will be provided to the student in a conference with the faculty member. Written notification includes examples of why the student is failing to meet course standards. The student signs the written notification indicating that he/she has read it. The student may write a response to the Associate Dean over the graduate program.
2. Written plans for how the student is to successfully progress to complete the course should be completed. Students may have input to the plan.
3. The student and faculty member should meet periodically to determine student progress in the course. Progress will be documented and used for final grade determination.
4. A copy of the written notification pertaining to the student's failure and plan of action are given to the student and sent to the Associate Dean over the graduate program and placed in the student's file.
5. If a student fails a course, a written memo from the course faculty member is sent to the Associate Dean over the graduate program.
6. Students may choose to initiate the grievance procedure as outlined in the Graduate Student Handbook if they disagree with the decision.
7. When a failure occurs, the student must apply to be readmitted to the program. If a student is readmitted, because courses are taught only once a year, a failure may necessitate the student wait until the failed course is taught again.

Voluntary Withdrawal

Students who voluntarily withdraw from the program must submit a written letter or email addressed to the Associate Dean over the graduate program and copied to the graduate program staff. Withdrawal necessitates a reapplication to the nursing program if the student desires readmission. Students who withdraw from the program will not receive special consideration but will be reviewed with all other applicants for readmission. Only one reapplication is allowed following voluntary withdrawal from the program.

Deferment

If students plan to serve a mission, it is recommended that application to the program takes place after returning from the mission or while serving the mission. Please refer to the Graduate Student Deferral Policy.

Reinstatement

To retain active status in the graduate program, students must receive acceptable grades in at least 6.0 credit hours each academic year (September through August). If a student does not meet this requirement or must leave the University for other reasons, he/she must apply for readmission.

Section VII
Professionalism

As a profession, nursing requires intensive study to acquire new knowledge and master clinical skills. Professionalism is also an integral part of nursing practice. Positive work attitudes such as reliability, loyalty, and cooperation are as crucial to professional success as clinical skills. High standards of behavior and attitude are consistent with the profession and the philosophy of Brigham Young University College of Nursing. In addition to fulfilling all academic requirements, students are required to display attitudes, personal characteristics, and behaviors consistent with accepted standards of professional conduct. The overarching resources for this document are taken from the [American Nurses Association Code of Ethics for Nurses](#) and the [BYU Honor Code](#).

Students are responsible and accountable for the specifics contained within each document. If in doubt about personal behavior or the dress standard for a particular class or activity, ask the faculty for advice.

PROFESSIONAL BEHAVIOR

Students are expected to demonstrate appropriate professional behavior both in the classroom and clinical settings. Failure to demonstrate professional behavior is grounds for lowering a grade and/or failure in a course and dismissal from the College of Nursing regardless of performance in other aspects of the course.

Attendance in classes and clinical is expected. Permission to be absent is granted only for illness and unanticipated problems of grave significance. Excused absences will not be given to write papers, study for examinations, or meet deadlines for course assignments. Absences without granted permission are unacceptable and may result in course failure. An instructor may request a medical provider's signed statement concerning a student's health status. If health problems interfere with the quality and completion of course requirements, the student may be asked to withdraw or take an incomplete.

Students are expected to submit all assignments on time. If assignments are submitted late, 10% of the assignment points will be deducted per late submission day up to five days after the due date (including weekends and holidays). No assignments will be accepted after five late days. Faculty members have the right to state that an assignment must be submitted on time.

Professional conduct is expected of all students during classes, conferences, and clinical. Please participate in conferences and give attention to those speaking. Reading, talking, or doing homework during a presentation is considered unprofessional. To facilitate the learning of all students, infants or children are not to be brought to lectures, labs, or conferences. Their presence can interfere with learning and harm them due to contagious illnesses.

DRESS AND GROOMING STANDARDS

Church Educational System Dress and Grooming Principles and Expectations are part of the CES Honor Code and part of each student's commitment. Each student commits to:

- Represent the Savior Jesus Christ, the Church, and the Church Educational System
- Preserve an inspiring environment, without distraction or disruption, where covenants are kept in a spirit of unity so the Holy Ghost can teach truth
- Promote modesty, cleanliness, neatness, and restraint in dress and grooming
- Maintain an elevated standard distinctive to educational institutions of the Church of Jesus Christ

Dress and grooming expectations as in the examples below should align with these principles. However, application of these principles is not limited to the expectations listed. Members of the university community are expected to apply these principles to dress and grooming questions as they arise.

1. Dress for men and women should:
    i. Be modest in fit and style. Dressing in a way that would cover the temple garment is a good guideline, whether or not one has been endowed. Accommodation may be made for athletic participation.
    ii. Be neat and clean. Sloppy, overly casual, ragged, or extreme clothing is not acceptable.
2. Grooming
    i. Hair should be clean, neat, modest, and avoid extremes in styles and colors.
    ii. Men's hair should be neatly trimmed. Men should be clean shaven. If worn, mustaches should be neatly trimmed.

Please refer to the following link for complete [Dress and Grooming Standards](#).

Registration at BYU constitutes affirmative consent to abide by these standards and to represent the university and its sponsoring church in a manner that is becoming and dignified.

In clinical settings, students should dress appropriately as defined by the agency's dress code (i.e., lab coat, business professional dress, or business casual attire). Professional dress includes the following:

1. A dress or dress pants and top and shoes that demonstrate professionalism.
2. Jewelry may be worn in moderation.
3. Name pins/badges are worn.
4. Fingernails are short, and hair is groomed to remain away from the face and off the shoulders.

NURSING LEARNING CENTER UNIFORM POLICY

Graduate students are not required to wear a uniform in the Nursing Learning Center. However, when attending class in the Nursing Learning Center, graduate students should abide by the [BYU Dress and](#)

[Grooming Standards](#). When participating in an Objective Structured Clinical Examination (OSCE) in the Nursing Learning Center, graduate students must wear business professional dress or business casual attire.

PROFESSIONAL ORGANIZATIONS

Active participation in professional organizations is encouraged for all graduate nursing students. Each student is encouraged to actively participate in national and state nurses' associations like AANP and UNP, Sigma Theta Tau International (nursing honor society), and other nursing organizations. Organization membership provides opportunities to discuss problems and solutions, impact policies and procedures, and explore resources for nursing and healthcare advancement. Organizational membership offers a significant opportunity to network with professionals from other locations, educational backgrounds, and work settings. Membership provides a venue for you to make an impact on the profession.

STUDENT REPRESENTATION ON COLLEGE COUNCILS

Student representatives are invited to be members of the Graduate Academic Council (GAC) and other College of Nursing councils and committees. Student input and recommendations are actively solicited in planning and improving all areas of the graduate program. Students are voting members of some councils/committees. Since active involvement in professional affairs is part of professional nursing, all students are urged to participate actively in college and student body matters.

The procedure for student assignment to councils/committees is as follows:

1. The Associate Dean over the graduate program sends the graduate program staff a list of the councils/committees, their functions and purposes, the names of the chair and members, the schedule of meeting times, and the number of students needed.
2. The graduate program staff then sends the information to the students, and assignments are made based on input from the Associate Dean over the graduate program.
3. The council/committee chair calls each student assigned to extend a welcome and to give a brief orientation to the work of the committee and/or background of the items on the agenda. At this time, the council/committee chair confirms the student's commitment to serve.
4. The council/committee chair or council secretary notifies the students of any meetings, schedule changes, cancellations, etc.

COLLEGE OF NURSING ANNUAL CONFERENCE

Once a year, the BYU College of Nursing sponsors a conference on research and professional practice issues. The College of Nursing Annual Conference is considered to be a part of the curriculum, and all students are required to attend.

Section VIII
Student Related Polices

EQUAL OPPORTUNITY OFFICE

Unlawful Discrimination

The university prohibits unlawful discrimination in employment, education, and all other programs and activities sponsored by the university. Unlawful discrimination refers to unfair or unequal treatment of an individual (or group) based on that person's race, color, national origin, religion, sex (including pregnancy), age (40 and over), disability, genetic information, or veteran status. Harassing behavior based on a protected class that becomes so severe or pervasive that it creates a hostile environment is also unlawful.

The university also prohibits retaliation against any employee or student who (a) reports to the university a belief that unlawful discrimination is taking or has taken place or (b) participates in any way in an investigation of a claim of discrimination. Retaliation will be considered a separate act of discrimination.

Disability Accommodations

BYU prohibits unlawful discrimination against individuals with disabilities and provides reasonable accommodation to employment applicants, employees, students, and campus visitors.

Sexual Misconduct

As required by Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act of 1964, the university prohibits sex discrimination in its educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct can be a form of sex discrimination. The university will not tolerate sexual misconduct involving, either as perpetrators or victims, university students, university employees, participants in university programs, or visitors to campus. Sexual misconduct includes sexual harassment, sexual violence, sexual assault, domestic violence, dating violence, or stalking.

CONFIDENTIALITY OF RECORDS POLICY (FERPA)

The policy of Brigham Young University concerning confidentiality of student academic records reflects a reasonable balance between the obligation of the University for the instruction and welfare of the student and the University's responsibility to society. The University makes every effort to maintain student academic records in confidence by withholding information from individuals who are not authorized to receive it. Faculty and administrative officers who have a legitimate need to use students' records will be allowed access to such records as needed without prior permission from the student. The Confidentiality of Records Policy (FERPA) is detailed in the University Handbook.

GUIDELINES FOR RESOLVING ACADEMIC GRIEVANCES

Despite the well-meaning efforts of students and faculty, there may be occasions when a graduate student feels that his or her work has been unfairly or inadequately evaluated. Usually, such differences can be amicably resolved between the student and faculty member. The following procedures are designed to encourage satisfactory resolution of academic grievances with a minimum of formal procedure.

The formal complaint must be initiated by the graduate student no later than four months from the last day of the examination period of the semester in which the alleged unfair or inadequate evaluation occurred. The definition of a formal complaint is one that is documented in writing. The process and order of addressing a formal complaint starts with the course teacher and progresses if necessary: to the course coordinator, then Graduate Program Coordinator, then the Associate Dean over the graduate program, then the Dean.

For the complete policy, please refer to Graduate Studies Policy Handbook.

FINANCIAL ASSISTANCE

The College of Nursing actively seeks financial resources to assist students. When funds are not available, RNs can usually find local part-time work. The University also has limited funds available. Students who need financial aid should contact the Associate Dean over the graduate program.

Scholarships

Scholarships are available to degree-seeking master's Students. Students must maintain at least a 3.0 GPA to be eligible for a scholarship. Application forms are sent out to the students by email one month before the start of a new semester. Scholarships are given on the basis of grade point average, professionalism, and need.

Student Loans

Two types of student loans are available to graduate students who qualify—BYU loans (short-term) and Federal Stafford Loans. Only degree-seeking students who are making satisfactory academic progress will be eligible. Application materials and information about eligibility and repayment requirements are available online. Students should submit all application materials for any BYU need-based loans and federal loans by the appropriate deadline to be assured that funds will be available to pay tuition by the semester/term deadline.

INJURY

Injuries, including blood and body fluid exposures, incurred during class, laboratory, or clinical should be reported immediately to your instructor and preceptor. If you are in clinical, follow hospital or clinic protocol regarding care and incident reports. In addition, contact the Assistant Dean of Resource Management by phone immediately at 801-422-7189. You will also need to complete the BYU Incident Report Form. Depending on the severity and/or type of incident, you may need to receive emergency care

in the ER or leave clinical for care at the Student Health Center (see Appendix B: Student Incident Procedures). Failure to complete appropriate procedures may result in denial of financial claims, leaving the student personally responsible for any charges.

Students are covered by worker's compensation for healthcare coverage only, but incidents will be reviewed by the BYU Risk Management Office to determine eligibility.

GRAMMARLY

Students are required to purchase and maintain a subscription to the online writing assistant Grammarly Premium while enrolled in the program. Grammarly Premium subscription can be purchased through Grammarly.com and are available on monthly, quarterly, or yearly subscription plans. While students may choose how frequently they will pay their subscription dues, they must maintain the subscription the entire time they are in the graduate program.

STUDENTS WITH DISABILITIES

If a student suspects or is aware of a disability, the student is strongly encouraged to contact the University Accessibility Center (UAC) located at 2170 WSC (801-422-2767) as soon as possible. A disability is a physical or mental impairment that substantially limits one or more major life activities. Examples include vision or hearing impairments, physical disabilities, chronic illnesses, emotional disorders (e.g., depression, anxiety), learning disorders, and attention disorders (e.g., ADHD). When registering with the UAC, the disability will be evaluated, and eligible students will receive assistance in obtaining reasonable university approved accommodations.

Section IX
Graduation

CLEARANCE INFORMATION

Graduate Studies announces deadlines each year for completion of the graduate requirements. Students should check with graduate program staff for specific College of Nursing deadlines. Graduate students must be registered for at least one hour of approved program credit or pay the equivalent continuous registration fee during the semester of final defense. Students who pay for continuous registration can obtain a fee receipt from the Graduate Studies Office. Students should complete the steps on the Graduate Progress Page. Students should have completed all coursework listed on the program of study or be presently registered for the courses.

Each of the following steps should be followed:

1. At least one day before the scheduled final defense, students must formally schedule their defense on the Graduate Progress Page
2. Apply for graduation online
3. Have the Graduate Project Chair and additional committee members (if applicable) mark that the student is ready for defense on the Graduate Progress Page.
4. After making adjustments to the written project, according to feedback from the Graduate Project Chair and committee (if applicable), a copy should be sent to the Associate Dean over the graduate program for approval.
5. After making edits based on Associate Dean feedback, the project must be submitted to ScholarsArchive.

When the final oral defense has been completed, the results are recorded on the Graduate Progress Page. Students are cleared for graduation when all problems are solved, such as approval of the project format and typing, clearance of incompletes, and grade changes. Students who must change grades or clear incompletes must submit the proper forms to the Records Office (B-150 ASB)

GRADUATION REQUIREMENTS

When the project has been cleared and all other requirements are complete, students will be certified for graduation. The diploma will be mailed to you 8–12 weeks after your official graduation day. No diplomas are handed out at commencement. If the student did not make the specifically targeted submission deadline, they may not officially graduate at that time, but they can request an official letter of completion from Graduate Studies. This letter usually suffices as evidence of completion of coursework.

DEADLINES PERTAINING TO GRADUATION

Students must meet University established graduation deadlines to avoid delay in graduation. University deadlines can be viewed on the Graduate Studies website.

Commencement and Convocation Exercises and Graduation date deadlines are firm. Ample time should be allowed to make corrections in projects after the Final Defense and before the deadline to upload work in ScholarsArchive.

Section X
Licensure

Graduates of the Master's Family Nurse Practitioner Program are eligible for licensure in Utah as advanced practice nurses. In the State of Utah, students are required to take the Certification Examination to qualify for licensure. According to the Nurse Practice Act for the State of Utah, students may not take the Certification Examination until all course requirements are completed, including successful defense of the project.

After graduation, students are eligible to sit for the Family Nurse Practitioner Examination from the American Nurses Credentialing Center (ANCC) or American Association of Nurse Practitioners (AANP).

Appendix A:
Hepatitis B Program Information

BRIGHAM YOUNG UNIVERSITY
COLLEGE OF NURSING
HEPATITIS B PROGRAM INFORMATION

For several years the College of Nursing has "highly recommended" the Hepatitis B Vaccine to entering students for five reasons:

1. The risk for Hepatitis B infection (HBV) increases in healthcare workers. Worldwide HBV infection is a major cause of acute and chronic hepatitis, cirrhosis, and primary hepatocellular carcinoma.
2. Nurses and nursing students have been identified as part of the group at substantial risk for infection due to exposure to blood and blood-contaminated body fluids.
3. The present strategy for Hepatitis B prevention is to vaccinate those individuals at high risk for infection.
4. Clinical agencies require all employees and students to have the vaccine to maintain accreditation by their regulatory agencies.
5. Federal OSHA guidelines mandate the vaccine.

Because vaccination is an important safety precaution, it is required, along with a titer, to show immunity prior to participation in clinical.

Appendix B:
Student Incident Procedures

BRIGHAM YOUNG UNIVERSITY
COLLEGE OF NURSING
STUDENT INCIDENT PROCEDURE

Occasionally there may be an accident while in clinical or lab. Accidents may include contaminated needle sticks, exposure to disease, etc. If there are any questions, contact the Assistant Dean of Resource Management at 801-422-7189. In the event of an accident, complete the following steps:

1. Obtain Necessary Medical Care
   a. Emergencies on campus: dial 911
   b. Emergencies off campus: use the hospital ER or dial 911
   c. Non-emergencies: use the Student Health Center Urgent Care and let them know it is an "on-the-job" injury. Be sure to contact the Assistant Dean of Resource Management immediately following the incident and BEFORE going to the Health Center whenever possible.
2. Follow hospital/clinic protocol
   a. Complete a hospital/clinic incident report
   b. Some hospitals/clinics provide on-site care at no cost to nursing students. Be sure this is true of the facility before proceeding with non-emergency care.
3. Complete College of Nursing Protocol
   a. Notify the instructor immediately
   b. Contact the Assistant Dean of Resource Management immediately. If she is not in her office, leave a voicemail. She will instruct you further and set up an appointment to complete the "Incident Report." The report will be sent to BYU Risk Management to determine financial coverage.

Special Instructions for Needle Sticks and/or Exposure to Bodily Fluids

1. Provide immediate care to the exposure site-wash wounds and skin with soap and water. Obtain information on the type of needle used and the brand of OSHA reporting.
2. Notify the hospital/clinic, preceptor, and faculty member, and follow hospital protocol.
3. Obtain instructions from a hospital medical/nursing professional regarding the patient's health status to determine if post-exposure prophylaxis is recommended. If it is recommended, it should be administered within two hours of exposure at the hospital E.R. The hospital/clinic determines if post exposure prophylaxis is recommended. Contact the Assistant Dean or Resource Management ASAP.
4. If the patient is NOT considered "high risk," Contact the Assistant Dean or Resource Management, leave clinical, and go to the Student Health Center Urgent Care within two hours for initial screening for HCV, Ab titer, HbsAg, HIV I & II, etc. Follow-up will be determined as necessary.

Students are covered by worker's compensation through BYU for healthcare coverage.

Appendix C:
Project Preliminary Pages Sample

Title of Paper needs to be in an Inverted

Triangle for Proper Format

Author Name

A project submitted to the faculty of
Brigham Young University
in partial fulfillment of the requirements for the degree of

Master of Science

Name of Chair, Chair
Name of Committee Member 1 (if applicable)
Name of Committee Member 2 (if applicable)

College of Nursing

Brigham Young University

Abstract

The abstract is a summary of the work with emphasis on the findings of the study. The abstract is not indented. It must be double-spaced and no more than one page in length. It must match the same font and size as the rest of the work. The abstract precedes the optional acknowledgment page and the body of the work. There should not be more than 250 words in your abstract. Begin page numbers on this page (2) in the upper right corner, the same font and size as the rest of the work.

Keywords: This word should be written one line below the abstract. Only the word "keywords" is in italics. Include three to five words, phrases, or acronyms as keywords. List the words on the same line separated by commas. There is no punctuation after the final word.

Acknowledgments

This page is optional. Students may use the acknowledgments page to express appreciation for the committee members, friends, or family who assisted in research, writing, or technical aspects of the dissertation, thesis, or selected project. Acknowledgments should be in the same font style as the rest of the paper and double-spaced.

Title of Paper

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularized in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old. Richard McClintock, a Latin professor at Hampden-Sydney College in Virginia, looked up one of the more obscure Latin words, consectetur, from a Lorem Ipsum passage, and going through the cites of the word in classical literature, discovered the undoubtable source. Lorem Ipsum comes from sections 1.10.32 and 1.10.33 of "de Finibus Bonorum et Malorum" (The Extremes of Good and Evil) by Cicero, written in 45 BC. This book is a treatise on the theory of ethics, very popular during the Renaissance. The first line of Lorem Ipsum, "Lorem ipsum dolor sit amet..", comes from a line in section 1.10.32.

The standard chunk of Lorem Ipsum used since the 1500s is reproduced below for those interested. Sections 1.10.32 and 1.10.33 from "de Finibus Bonorum et Malorum" by Cicero are also reproduced in their exact original form, accompanied by English versions from the 1914 translation by H. Rackham.Generally, immigrants and minorities, regardless of geographic location, have worse diabetic outcomes than the majority population (Borschuk & Everhart, 2015). However, the reasons for these disparities worldwide are not well understood. Therefore, there is a need to identify global T1DM patterns among children, especially those who are

immigrants or minorities. Consequently, the purpose of this article is to identify common challenges in children with T1DM who are part of immigrant or minority populations.

First Heading

There are many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form, by injected humor, or randomized words which don't look even slightly believable. If you are going to use a passage of Lorem Ipsum, you need to be sure there isn't anything embarrassing hidden in the middle of text. All the Lorem Ipsum generators on the Internet tend to repeat predefined chunks as necessary, making this the first true generator on the Internet. It uses a dictionary of over 200 Latin words, combined with a handful of model sentence structures, to generate Lorem Ipsum which looks reasonable. The generated Lorem Ipsum is therefore always free from repetition, injected humor, or non-characteristic words etc.

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Second Heading Style

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Another Second Heading

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Third Heading Style is in Italics

There are many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form, by injected humor, or randomized words which don't look even slightly believable. If you are going to use a passage of Lorem Ipsum, you need to be sure there isn't anything embarrassing hidden in the middle of text. All the Lorem Ipsum generators on the Internet tend to repeat predefined chunks as necessary, making this the first true generator on the Internet. It uses a dictionary of over 200 Latin words, combined with a handful of model sentence structures, to generate Lorem Ipsum which looks reasonable. The generated Lorem Ipsum is therefore always free from repetition, injected humor, or non-characteristic words etc.

Forth Heading Style is Indented and Ends with Period. The standard chunk of Lorem Ipsum used since the 1500s is reproduced below for those interested. Sections 1.10.32 and 1.10.33 from "de Finibus Bonorum et Malorum" by Cicero are also reproduced in their exact original form, accompanied by English versions from the 1914 translation by H. Rackham.Generally, immigrants and minorities, regardless of geographic location, have worse diabetic outcomes than the majority population (Borschuk & Everhart, 2015). However, the reasons for these disparities worldwide are not well understood. Therefore, there is a need to identify global T1DM patterns among children, especially those who are immigrants or minorities. Consequently, the purpose of this article is to identify common challenges in children with T1DM who are part of immigrant or minority populations.

And Another Second Heading

There are many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form, by injected humor, or randomized words which don't look even slightly believable. If you are going to use a passage of Lorem Ipsum, you need to be sure there isn't anything embarrassing hidden in the middle of text. All the Lorem Ipsum generators on the Internet tend to repeat predefined chunks as necessary, making this the first true generator on the Internet. It uses a dictionary of over 200 Latin words, combined with a handful of model sentence structures, to generate Lorem Ipsum which looks reasonable. The generated Lorem Ipsum is therefore always free from repetition, injected humor, or non-characteristic words etc.

One More First Heading

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularized in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Internet. It uses a dictionary of over 200 Latin words, combined with a handful of model sentence structures, to generate Lorem Ipsum which looks reasonable. The generated Lorem Ipsum is therefore always free from repetition, injected humor, or non-characteristic words etc.

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Appendix D:
Licensing with AANP

Licensing with AANP

1. Create an account with AANPCB: https://www.aanpcert.org/

2. Click "certify now" on the link above to create your account and start the application for the FNP certification exam. You can submit your application up to six months before you plan to take your test.

3. Fill out all the sections on the application. Be prepared to fill out all the courses taken/are taking, as well as the clinical hours and preceptors, as well as your record summary.

4. On the application, it will ask for two different dates:
    a. Program Completion Date: put the date when clinicals will be completed (therefore completing the internship class, NURS 635R.
    b. Degree Conferred Date: put the day of graduation from BYU. Utilize the BYU academic calendar to determine the graduation date:

5. If applying before the official graduation date, submit an unofficial transcript. Transcripts are usually emailed within 15-30 minutes. AANPCB will send weekly emails notifying you that you are missing the official transcript— which you will send after the degree is posted.

6. AANPCB will send an email on the Program Completion Date (the day all clinical hours are completed) so you can schedule your test. ***If you are going to finish your clinical hours more than 30 days before your graduation date, AANPCB needs to receive a letter from the Graduate Program Coordinator. You will receive the email with permission to schedule the certification test after they process the letter from the Graduate Program Coordinator.

7. Schedule your exam and take the test! Good luck! You'll do great!

8. Pass the test!

9. Send your official transcript after your degree is posted. Check with the graduate program staff if you are trying to get your degree posted as soon as possible. Typically, it takes 2-3 weeks after the graduation date to get the degree posted.

10. To see if the degree is posted, check the record summary in AIM. If your degree is posted, it will have a dated listed in the "date received" section. If it's not posted, it will say at the top, "no degree posted as of (current date)."

11. Send official transcript with the degree posted to AANPCB and DOPL. The email to send the e-transcript to AANPCB is transcripts@aanpcert.org, and DOPL is b7@utah.gov

Appendix E:
Applying for Utah DOPL License

Applying for Utah DOPL License

1. Follow the steps for [applying for the APRN license](#).

2. You'll need three things:
   a. Two sheets of fingerprints (which are required regardless of the fingerprints you completed with your RN License). The DOPL website shows where you can go to get your fingerprints done.
   b. The official documentation that you passed the test (which AANPCB can send after they process your official transcript).
   c. Official copy of transcript.

3. Once the required documents are received, DOPL will process the application. The license should be available within three weeks.

4. Keep in mind that if the application is submitted online, DOPL states that it takes about one week to match your fingerprints to your application. However, if you drop your fingerprints and a hard copy of your application off to their office, they usually start processing your application immediately. **Make sure you apply for BOTH the regular APRN license, AND the controlled substance license!**

5. After you receive your license:
   a. Apply for your [NPI number](#). Processing time is fast, usually less than one day.
   b. Apply for your [DEA license](#). Processing time is about 3 weeks.

6. Turn your license, DEA license, and NPI number into your employer so you can get credentialed with insurance companies.